

Team Contract

Section 1: Team Name and Mission

- Our team name is: Need 4 Speed
- The mission of our team is to design and manufacture a supercharged single-cylinder four-stroke engine that would fit in an existing snowmobile chassis.

Section 2: Membership

- The team members are: Andy Hoang, Braden Connolly, Nasser Aldawsari, and Nathan Miller
- Mentor: Zachary Hacker
- Instructor: Steve Beyerlein, Dan Cordon, and Edwin Odom

Section 3: Roles and Responsibilities

- Nathan Miller will be in charge of our budget.
- Our primary client contact are Dan Cordon and Edwin Odom.
- Andy Hoang will organize team meetings.
- Braden Connolly will be in charge of keeping team documentation.
- A leader is critical to team success.
- Roles will be assigned by first come, first serve.
- Leader should make sure everyone is involved and knows what they're doing. Should be the person to speak to the instructor and mentor.

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will get their work done on time, show up to all meetings, and put in effort with the project.
- Members will NOT disrespect one another, discriminate against any one, and do all the work by themselves.

Section 5: Joint Work

5a. Purposes of Joint Work

- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will actively attend all meetings and equally participate to reach agreements, make decisions, and meet required deadlines.
- Members will not miss scheduled meetings and/or do less than expected under the assumption that other team members will do your work.

5b. Team Meetings

- Team meetings are an important example of working together.
- The team will generally meet in GJ 120 on Tuesdays and Thursdays at 11AM
- The team meeting agendas will comprise of our current and past progress along with a daily/weekly to-do list.
- Braden will keep track of the meeting minutes and logbook, and will update them to Google Docs to ensure everyone can access team notes at any time.

Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work that are important to the team.
- Will be made based on the instructions we are given.
- We will do the best to produce great quality and will be verified by checking with our mentor and instructor.
- Due dates are posted in the Mindworks website.
- The status of our work will be communicated between team members via text and with lead instructor via email.

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
- Individual documents will be kept in the logbook.
- Team document is the report.
- We will communicate with each other by either text or email.
- Our process of communicating with the client is via email.

Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- For most conflicts within the group we can resolve this by entering in a third party to help moderate or possibly put the decision to a group vote.
- For more serious conflicts that can not be solved externally we will reach out to a team mentor or instructor for guidance.
- To convey team dynamics to the instructors and mentors we will periodically invite them to our meetings to observe and give feedback when needed.

Section 9: Amendments

- This team contract will be kept on a shared Google Doc accessible by any computer and a printed one is handed to each member.
- We will review this contract after every major milestone is completed or we feel the team is not functioning up to the standards of this contract.

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date